

Te Take / Purpose

This policy sets out NZQA's commitment to wellbeing through providing and maintaining a safe and healthy working environment, for all our workers using NZQA premises and working for or with NZQA. NZQA is also committed to continuously improving our health and safety systems.

Te Tirohanga Whānui / Scope

This policy applies to all NZQA workers as defined under the Health and Safety at Work Act and anyone visiting the NZQA premises.

Compliance with this policy is required under the [NZQA Code of Conduct](#).

Te Kaupapahere / Policy

1 Senior Management will:

- 1.1 Set and review health and safety objectives and performance criteria for all managers and work areas on an annual basis.
- 1.2 Encourage accurate recording, reporting and management including investigation of all injuries, near misses and symptoms of discomfort in conjunction with Health & Safety representatives to identify all contributing factors and, where appropriate, formulate plans for corrective action.
- 1.3 Identify and record all existing and new hazards and take all practicable steps to eliminate, or minimise the exposure to any significant hazards ensuring all workers are made aware of hazards in their work area.
- 1.4 Provide appropriate health and safety training according to the level of responsibility held: assist with, where reasonable, rehabilitation in the event of an injury or illness to return employees to the workplace and provide and support workplace wellness initiatives.
- 1.5 Encourage employee consultation and participation in all health and safety matters including the election of health and safety representative.
- 1.6 Ensure that all contractors and subcontractors are actively managing health and safety for themselves and their employees.
- 1.7 Meet our obligations under the Health and Safety at Work Act 2015 (HSW Act), the Health and Safety Regulations 2015, Safe Work Instruments, Approved Codes of Practice, and Guidance codes of practice and any relevant standards or guidelines.

2 Every worker is expected to share in the commitment to health and safety.

- 2.1 Every NZQA 'people leader' is accountable to the employer for the health and safety of employees working under their direction.
- 2.2 Each worker is expected to help maintain a safe and healthy workplace through:
 - Following all safe work procedures, rules and instructions
 - Properly using all safety equipment provided
 - Reporting early any pain or discomfort
 - Taking an active role in their treatment and rehabilitation plan, for their 'early and durable return to work'
 - Reporting all incidents, injuries and hazards as soon as is reasonably practicable.

3 Escalation requirements for serious accidents and incidents

The Chief Executive must advise the Board Chair of any:

- notifiable injury or illness ([as defined in the Health and Safety at Work Act 2015](#)).
- multiple instances (more than 5) of staff injury or communicable illness whether notifiable or not.

This must be done immediately or as soon as practicable.

Refer to process [10.3.5.2 Report serious accidents and incidents](#).

4 Health and Safety Committee

NZQA shall have a Health and Safety Committee that includes representatives from senior management, the union and elected health and safety representatives. The Health and Safety Committee has a 'Terms of Reference' that sets out the scope of the functions of the group.

5 Health and Welfare Support

NZQA recognises that a range of factors outside the workplace might impact an employee and their ability to undertake their job. These factors might impact an employee's welfare, their leave usage or their sense of worth. NZQA can provide support to employees to assist with issues such as family violence, alcohol and drug dependency, gambling addiction and mental health. Employees who are dealing with such issues are encouraged to seek confidential assistance from their Union, Delegates, Manager and/or the People and Capability team who can provide information on support options available.

NZQA will support an annual programme developed by the Health & Safety Committee to promote wellbeing, health, safety, and welfare of employees.

Ngā Kawenga Mahi / Responsibilities

Position	Responsible for
Chief Executive	Overall accountability for health and safety at NZQA.
People leaders	The health and safety of employees working under their direction. Ensure that all incidents, injuries and hazards are reported in a timely way.
Workers	Workers need to take reasonable care for their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons. Reasonable care includes reporting all incidents, injuries and hazards.
Health & Safety Representatives	Fostering positive health and safety management practices in the workplace, identifying, and raising awareness of hazards to management, promoting health, safety and welfare issues of employees, and carrying out functions as directed.
Chief People Officer	Delegated authority to manage the health and safety function for NZQA. Appropriate reporting of 'notifiable injuries/incidents' to the CE, Board Chair and WorkSafe.
Health & Safety Officers	Exercising due diligence to ensure that NZQA complies with its obligations under the HSW Act.

Ngā Puna Tautoko / References

[Health and Safety at Work Act 2015](#)

[Health and Safety Regulations 2016](#)

Ngā Kōrero Tautuhi / Definitions

For the purposes of this policy, unless otherwise stated, the following definitions apply.

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People leaders	NZQA employees (e.g. managers, team leaders etc) responsible for the work activities/management of other NZQA workers.
Workers	Workers include employees, contractors, subcontractors, labour hire workers, apprentices and trainees, and volunteer workers.
Health & Safety Officers	Board members, the Chief Executive and Deputy Chief Executives are NZQA's 'officers' for the purposes of the HSW Act.
Notifiable Incident / Injury	All injuries or illnesses that require (or would usually require) a person to be admitted to hospital for immediate treatment are notifiable.
Due Diligence	Due diligence includes taking reasonable steps: <ul style="list-style-type: none"> a. to acquire, and keep up to date, knowledge of work health and safety matters b. to gain an understanding of the nature NZQA's operations and of the general hazards and risks associated with those operations c. to ensure that NZQA has available for use appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of NZQA d. to ensure that NZQA has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information e. to ensure that NZQA has, and implements, processes for complying with its duties and obligations under the HSW Act f. to verify the provision and use of the resources and processes referred to in points (c) to (e).

Ngā Kōrero Whakatau / Measurement Criteria

- NZQA-wide awareness and compliance with Health and Safety policy and processes

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